

TRANSIENT PERSONNEL UNIT PUGET SOUND INSTRUCTION 1740.3D

Subj: TPU PUGET SOUND SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3 (series)  
(b) MILPERSMAN 1740-010  
(c) Enlisted Transfer Manual (NAVPERS 15909G)  
(d) Retention Team Manual (NAVPERS 15878H)

Encl: (1) Sponsor Program Guide  
(2) Questionnaire for Members Completing PCS Move  
(3) Sample Command Welcome Aboard Letter  
(4) Navy Sponsor Notification (NAVPERS 1330/2)  
(5) Sample Welcome Aboard Letter from Sponsor  
(6) Personal Information Sheet

1. Purpose. To publish the procedures and responsibilities for the Transient Personnel Unit (TPU) Puget Sound Sponsor Program.

2. Cancellation. TPUPUGETINST 1740.3C.

3. Background. The Navy Sponsor Program was established by the Chief of Naval Operations in 1970 to provide assistance to naval personnel and their families when transferring on Permanent Change of Station (PCS) orders. This instruction is designed to promote active participation in the Sponsor Program onboard TPU Puget Sound. A well-administered Sponsor Program can ease the difficulties encountered by Sailors and their families and will reduce apprehensions normally associated with any PCS move. Each Sailor is important to the command and to the Navy. A dynamic TPU Puget Sound Sponsor Program will help demonstrate this to our incoming Sailors and their families.

4. Policy. The TPU Sponsor Program guide, enclosure (1), sets forth TPU Puget Sound's Sponsor Program. Innovative ideas to improve this program are encouraged. The intent of the program is to make a good first impression on incoming Sailors and families by showing them that the command does CARE and to

follow through until the new Sailor has checked aboard and settled into the Puget Sound area. This program will also help single, accompanied and unaccompanied Sailors, and families transferring to other commands from TPU Puget Sound.

5. Action.

a. Executive Officer.

(1) Executive Officer will be guided by references (a) through (d), in addition to this instruction, in administering an effective Sponsor Program. The effectiveness of the sponsor program will be evaluated through analysis of enclosure (2). Tracking and receiving the TPU screening from previous command is the responsibility of the Administrative Officer.

b. Administrative Officer.

(1) Assignment of a sponsor for every incoming Sailor to the Staff UIC (44390) is mandatory. If feasible, the sponsor should be of a similar rate/rank and marital status to be better able to anticipate the needs of the incoming Sailor.

(2) Automatically assign a sponsor for every Sailor in receipt of orders, forward a command welcome aboard package to the incoming member, and prepare a Commanding Officer's welcome aboard letter utilizing enclosure (3) for the member and forward for CO's signature.

(3) Responsible for tracking and ensuring receipt of TPU duty screening from previous command.

(4) Upon receipt of PCS Transfer Orders from TPU Puget Sound, the Administrative Officer will request a sponsor from the gaining command by utilizing enclosure (4).

c. Assigned Sponsor.

(1) Assigned sponsor should use enclosure (5) as a guide in preparing a welcome aboard letter to the incoming member. Enclosure (6) will be sent with the sponsor's letter.

d. Command Master Chief/Senior Enlisted Leader.

(1) Coordinate indoctrination activities and ensure that each Sailor attends SUBASE Bangor Indoctrination within 30 days of reporting onboard.

e. All hands will take appropriate steps to ensure that the first impressions a newly reporting Sailor has are positive, that the Sailor is made to feel welcome and that the command CARES about him/her. The spirit of wanting to help a fellow shipmate is important, but actually helping a fellow shipmate is even more important.

R. G. Runne

SPONSOR PROGRAM GUIDE

1. Purpose. The Navy Sponsor Program is designed to ensure that all personnel reporting to new duty stations receive a personalized welcome and assistance. Sponsors will provide incoming personnel with a personal contact point within their new division and will aid in the reception and settling in of personnel and their families.

2. Duties.

a. Forward a letter of introduction to subject member within 10 working days of receiving notification of assignment as a sponsor. Provide the Administrative Department Head with a copy of the letter after you mail it. A sample letter, enclosure (5) of TRANSITPERSUINST 1740.3C, is on file in the admin office. You should use it as a guide. Be sure that you:

(1) Introduce yourself.

(2) Ask the member what assistance is needed and offer to help.

(3) Briefly describe the duties of TPU Puget Sound.

(4) Give your mailing address and commercial and DSN telephone numbers where you can be contacted.

b. Initiate telephone contact with the member if at all possible. Use DSN to call the member at his/her present command or at an intermediate duty station.

c. If requested by the incoming member, obtain information about current waiting periods and off-station housing by calling the Housing Office at (360) 396-4399 or (360) 692-1547.

d. Offer to meet the incoming individual when he/she arrives, if arriving by commercial means.

e. Assist and escort the newcomer through the check-in procedures, including personal property, etc.

f. Be available to assist the newcomer during the first few days after arriving.

g. Introduce the new shipmate to other staff personnel.

h. Continue to assist the newcomer in any way you can. Let him/her know that you will be available if needed. Then, be available!

QUESTIONNAIRE FOR MEMBERS COMPLETING A PCS MOVE

Your help is requested in evaluating the effectiveness of our sponsor program. We ask that you complete this questionnaire based on your experiences during your recent PCS transfer.

Participation is optional, but your responses will be helpful in improving programs for incoming personnel.

Name \_\_\_\_\_ Rate/Rank \_\_\_\_\_

Division assigned \_\_\_\_\_ Years of active service \_\_\_\_\_

Last duty station \_\_\_\_\_

Date orders received \_\_\_\_\_ Date detached \_\_\_\_\_

1. Were you informed of the Sponsor Program and its benefits by your last command prior to your transfer? ( ) Yes ( ) No

2. If yes, by whom were you informed? \_\_\_\_\_

3. Did you receive the Welcome Aboard letter from the TPU Commanding Officer and the Welcome Aboard packet of local information? ( ) Yes ( ) No

4. If yes, was the information of interest to you and of assistance in informing you about the Seattle area?  
( ) Yes ( ) No

5. If yes, was the information received in time to permit adequate advance planning? ( ) Yes ( ) No

6. What information would have made your transfer and relocation easier?

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7. Did you request a sponsor? ( ) Yes ( ) No

8. Did your assigned sponsor contact you either by phone or by letter? ( ) Yes ( ) No

Did you contact your sponsor? ( ) Yes ( ) No

9. Were your questions answered in a timely and adequate manner? ( ) Yes ( ) No

10. Do you feel that the sponsor program was of any help to you? ( ) Yes ( ) No

11. What other sponsor assistance would have been helpful to you?

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12. Do you have any suggestions for the improvement of the sponsor program?

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13. Who was your sponsor? \_\_\_\_\_

IMPORTANT NOTICE: INFORMATION YOU PROVIDE TO THE TPU WILL BE MANAGED IN ACCORDANCE WITH THE PRIVACY ACT OF 1974, 5 USC SECTION 522A. YOU NEED NOT DISCLOSE ANY INFORMATION TO US; HOWEVER, FAILURE TO PROVIDE THIS INFORMATION MAY HINDER OR PREVENT TPU FROM BEING ABLE TO ASSIST YOU.

SAMPLE COMMAND WELCOME ABOARD LETTER

Welcome aboard Petty Officer \_\_\_\_\_,

Congratulations on the selection of orders to TPU Puget Sound. We have the finest facilities of any TPU in the Navy; we pride ourselves on having the most professional staff, which provides unparalleled customer service.

This shore duty will be quite a change from your duties onboard \_\_\_\_\_: additionally, the mission and surroundings are different from what you are accustomed to. Since duty at a TPU offers many of its own special challenges, you will have the opportunity to interact daily with Sailors who are in a transient status, enhancing your leadership skills will be enhanced each day through an ever-changing variety of personnel.

While assigned to TPU, you may rotate through several departments as part of our cross-training program. At some time during your tour you may work in the Master-at-Arms Department, the Transitional Department or in one of our three (3) regional Detachments (Whidbey Island, Everett or Bremerton).

Your sponsor is \_\_\_\_\_: he/she is sending you a letter under separate cover and is standing by to help you with any questions you may have about housing, transportation, local schools and general information about the area. He/she will also help you get settled in once you arrive. Please keep him/her informed of your travel and arrival plans. Should you need to contact anyone on the TPU staff before you hear from him/her, please don't hesitate to call the TPU Quarterdeck at (360) 396-1893/DSN 744-1893. For additional information, you can also visit us on our website [www.tpupugetsound.navy.mil](http://www.tpupugetsound.navy.mil).

Again, we look forward to your arrival and to welcoming you as a member of our team. I am confident that you will enjoy this challenging assignment and find new methods to improve it and excel.

Sincerely,

R. G. Runne  
Commander, U.S. Navy  
Commanding Officer

Enclosure (3)



SAMPLE WELCOME ABOARD LETTER FROM SPONSOR

(Letter should be informal and can be handwritten or typed)

(The Administrative Office will provide a franked envelope)

Welcome aboard Petty Officer \_\_\_\_\_,

Congratulations on your assignment to Transient Personnel Unit Puget Sound. My name is \_\_\_\_\_; I have been assigned as your sponsor and would like to take this opportunity to welcome you aboard.

(This paragraph is for the sponsor's individual input. Be friendly and informative). Give specific details on:

- (1) Advantages of the command, the division - anything you think is special about being assigned to TPU.
- (2) Duty.
- (3) Area where you live. Suggest possible areas to look for housing. Checking into Housing Office is mandatory if member is going to buy or rent a house.
- (4) Any other details you may want to add.

My work mailing address is:  
Staff, Transient Personnel Unit  
Naval Submarine Base, Bangor  
Silverdale, WA 98315-2019

You can have mail forwarded here, it will be held until your arrival.

My work telephone number is: commercial (360) 396-1893/4239 (as applicable), DSN 744-1893/4239 (as applicable). Should you desire, my home telephone number ONLY if you so desire). I may be contacted at home between \_\_\_\_\_ hours and \_\_\_\_\_ hours (use 24 hour clock).

Again, let me welcome you aboard Transient Personnel Unit Puget Sound, and if there is any way that I can be of further assistance, please contact me.

Enclosure (5)

PERSONAL INFORMATION SHEET

\_\_\_\_\_  
LAST, FIRST, MI, RATE, USN/R, SSN

EXPECTED ARRIVAL: \_\_\_\_\_ VIA: POV / COMM AIR / GOVT AIR/ OTHER

MARITAL STATUS: MARRIED / SINGLE

SPOUSE'S NAME: \_\_\_\_\_

CURRENT ADDRESS (INCLUDING ZIPE CODE):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE (INCLUDING AREA CODE): \_\_\_\_\_

LEAVE ADDRESS AND TELEPHONE NUMBER:

_____	_____
_____	_____
_____	_____
_____	_____

CHILDREN: YES / NO

CHILDREN'S NAMES

AGES

BIRTH DATES:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Signature

Copy to:  
Recall Bill  
Sponsor